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Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010029-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 4 June 1963

FROM : Chief, Printing Services Division,  
Office of Logistics

SUBJECT: Activity Report for May 1963

1. GENERALa. Plant Operations - (continued item)

The incoming workload was about normal during the month of May. It was necessary to continue using overtime in Plant No. 2 to reduce the NIS backlog. Overtime was also used to process rush jobs and reduce backlogs in the other Division plants. Two new work requirements were placed on Plant No. 3. These are (a) Office of Communications daily Xerox job to reproduce two copies of four to ten dispatches; this job requires overnight service, and (b) increase of one copy of the [redacted] Intelligence Reports. This requirement will average 150 additional copies per day.

25X1A

2. OTHER ITEMS OF INTERESTa. Conversion of [redacted] Publications to Offset Printing - (continued item)

25X1A7a

The prototype apparatus for production of offset masters from the original five-channel all caps tape is progressing very satisfactorily. The device will be demonstrated to representatives from the [redacted] and the Automatic Data Processing Staff around 1 July 1963, after which production-type testing will be done by [redacted]

25X1A7a

The Normanco collator which is being leased for testing on the project is expected to arrive at the [redacted] printing plant on 4 June 1963.

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b. Preparation of NIS Manuscript by the Use of Paper Tape - (continued item)

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The [redacted] has submitted an estimate for the building of a tape perforator/editor input device required in the NIS customer tape plan. The specifications are now completed and preliminary steps for initiation of a contract have been started by Procurement Division, OL. Since Printing Services Division has no current funds available for this project, it is hoped that year-end funds will be available. About \$50,000 will be needed. Completion of the device is expected to take six months.

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GROUP automatic  
Excluded from automatic  
downgrading and  
declassification

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c. Study of Procedures in Preparing and Printing National Intelligence Surveys - (continued item)

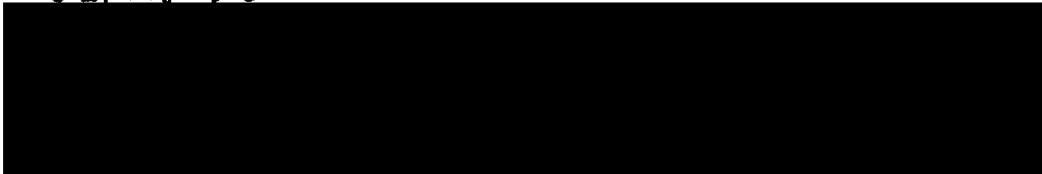
The Office of Basic Intelligence has verbally agreed to about half of the recommended changes in the format, preparation, and printing of the National Intelligence Surveys. These changes have been implemented. It is expected that approval of most of the remaining recommendations will be forthcoming and that a considerable savings in time required to print the NIS will result.

d. Meeting of the GPO-Departmental Electronic Printing Committee - (continued item)

The Division Chief attended two meetings of the GPO-Departmental Electronic Printing Committee during May. The Committee is working on specifications for a high speed photo-composing machine (1000-2000 characters per second) for use with GPO computers. Developments in this field are of considerable interest to PSD.

e. Training - (continued item)

(1) One of the Division supervisors in Plant No. 4 completed the Agency Supervision Course which was held 6-17 May 1963.



It is felt that this formal outside training will develop the Deputy Division Chief's management abilities will be very beneficial to the Printing Services Division.

(3) Two Division employees attended the 13th Annual Conference of the Research and Engineering Council of the Graphic Arts Industry which was held in Chicago, Illinois 19-22 May 1963. Some new helpful information relating to research the Division is doing on tape and computers in the printing field was gained.

f. Additional Security Requirements in Plant No. 4 - (new and completed item)

Printing Services Division has been verbally notified by [redacted] Office of Current Intelligence, that it will be necessary that all employees working in PSD Plant No. 4 have two additional security clearances. These are the T/KH and [redacted] clearances. Plant No. 4 is now processing material which requires individuals to have these clearances.

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25X1A2g

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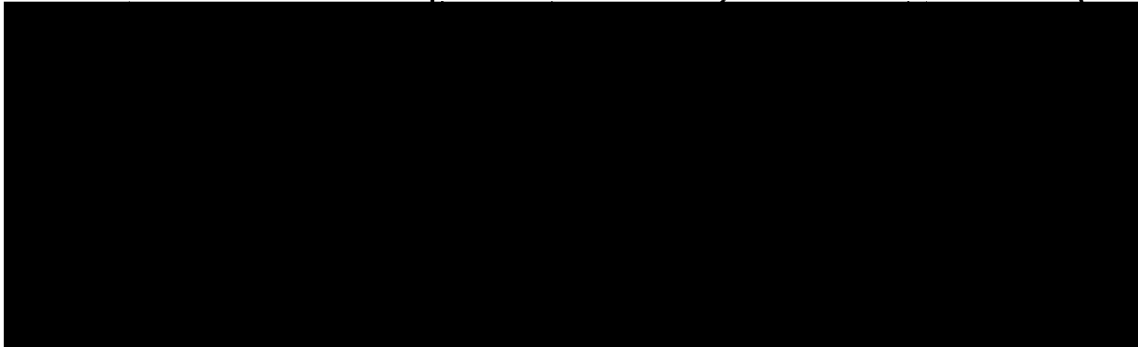
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g. Planning Printing Facilities for New Building - (new and continued item)

A competent printing engineering firm has been recommended to Real Estate and Construction Division for employment by the architect for professional assistance in designing a combined PSD printing facility in the proposed second building on the headquarters site.

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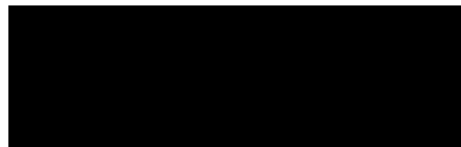
i. Transfer of Graphics Function to PSD - (new and continued item)

As a result of a memorandum dated 17 April 1963 from the Deputy Director (Support) to the Director of Personnel the Visual Aids Unit of the DD/S is being transferred to the Printing Services Division. In addition, the Support Branch, Administrative Staff, OL is also being transferred to PSD. PSD has informally agreed with the SSA/DD/S to assume supervisory responsibility of these two units on 1 June 1963. Upon investigation of available space, it was found that it will not be possible to consolidate these two facilities until approximately August 1963 when an additional room will be available for the spray booth and silk screen equipment.

j. Overtime - (continued item)

The Division worked a total of 1,952 hours of overtime and holiday time during May compared to 2,112 hours worked in April. The Division has worked 11,971 hours of overtime in FY 1963 compared to 8,459 hours worked for the same period in FY 1962.

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OL/PSD: [redacted] (4 Jun 63)

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